

Sample letter sent to IMA and IRR soldiers from AR-PERSCOM



DEPARTMENT OF THE ARMY
U.S. ARMY RESERVE PERSONNEL COMMAND
1 RESERVE WAY
SAINT LOUIS, MISSOURI 63132-5200

REPLY TO
ATTENTION OF

Security Management Office
XXXX

Month XX,

SUBJECT: Single Scope Background Investigation (SSBI) or
National Agency Check, Local Records Check, Credit Check (NACLC)

Dear Soldier:

In reviewing your records, this office has determined that you require a reinvestigation for your security clearance. The reinvestigation requirement has changed from 15 years to 10 years for SECRET and from 10 years to 5 years for TOP SECRET. The information provided will be used to initiate a security investigation for the security clearance.

You need to respond within the next sixty days. Failure to respond may result in the following: clearance revocation/downgrade; loss of military occupational specialty; reclassification; prevention of performance of duty; ineligibility for promotion and discharge from the military.

If you had an investigation for a security clearance completed within the last ten years by a civilian federal government contractor or other federal government agency, have the security manager or equivalent fax or mail the following information on your agency letterhead to this office:

- a. Name of the organization and point of contact
- b. The date the investigation was completed
- c. Name of agency granting the security clearance
- d. Your place of birth or if born outside the U.S. proof of citizenship

Defense Security Service (DSS) has mandated all requests for personnel security clearance investigations be completed in the Electronic Personnel Security Questionnaire (EPSQ) program and to be submitted electronically to them through the soldiers security manager.

If you have access to a computer and the internet submit your application using the guidance provided on the attached instruction sheet. Ensure you return a signed hardcopy of the EPSQ to this office.

If you do not have access to the internet provide this office with a written request for the program. Enclose two 3.5 inch formatted high density double sided disks. Upon receipt of the request and disks, this office will then forward a copy of the program to you. Return the completed EPSQ on disk with a signed hardcopy to this office.

Questions concerning this action can be addressed to this office at commercial (314)592-0255 or 1-800-323-0793 and the fax number is (314) 5923-0259.

Sincerely,

/s/

Dale A. Thompson
Chief, Security and
Counterintelligence
Management Office

Enclosure